

## ELECTROCARDIOGRAPHIC TECHNICIAN SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
3936	Electrocardiographic Technician	02	446	6 mo.	05/18/92
3937	Supervising Electrocardiographic Technician	02	446	6 mo.	05/18/92

Promotional Line: 157

### Series Narrative

Employees in this series operate or supervise the operation of special devices that measure and graphically record the heart beat of patients in a medical facility. The recordings (electrocardiograms) are then interpreted by physicians to help diagnose or monitor the patient's condition.

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Electrocardiographic Technician** **3936**

Employees at this level take and mount electrocardiograms, working under direct supervision from a doctor in charge of the electrocardiography section, designated residents, attending staff, and supervising technicians.

An Electrocardiographic Technician typically--

1. takes electrocardiograms by operating an electrical device that graphically records the amplitude and frequency of a patient's heart beat
2. mounts electrocardiograms on hospital chart paper in a manner that will not confuse the various tracings
3. types physicians' interpretations of electrocardiograms
4. distributes electrocardiographic records throughout the hospital
5. performs related duties as assigned

#### **Level II: Supervising Electrocardiographic Technician** **3937**

Employees at this level are responsible for directing the work of an electrocardiographic unit. They work under administrative and medical direction from the physician in charge of the electrocardiography section, designated residents, and attending staff.

A Supervising Electrocardiographic Technician typically--

1. establishes and evaluates the effectiveness of procedures and techniques for the taking, processing, and storing of electrocardiograms and related tests

2. in response to service requirements determined by the medical and administrative staff, recommends and establishes procedures designed to meet requirements
3. establishes and maintains technician training program emphasizing patient-technician relationship, testing procedures and techniques, and the care and operation of equipment
4. assigns work to employees, with responsibility for determining work priorities and solving problems (such as those arising during peak-loads or as a result of malfunctioning equipment)
5. observes and evaluates performance of cardiographic unit employees in order to maintain an adequate performance level
6. is responsible for the care, maintenance, repair, and evaluation of equipment assigned to the unit
7. keeps abreast of current technical literature concerning new techniques and procedures in order to make recommendations for their incorporation
8. coordinates activities of the electrocardiographic unit with the demands of teaching, research, and patient-care functions
9. assists physician(s) in performing more complex tests
10. supervises technicians, trainees, and clerical staff
11. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Electrocardiographic Technician** **3936**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. clerical ability
2. ability to work carefully and harmoniously with patients
3. knowledge of correct English usage

**Level II: Supervising Electrocardiographic Technician** **3937**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent

2. five years of experience in electrocardiographic work, at least two years of which must have been at the supervisory level

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none